

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

LIBRARIAN

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future positions which perform professional librarian functions. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this classification are responsible for performing professional tasks such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority time (i.e., more than 50%), work as professional consultants to individuals, libraries, and library systems within the State of Wisconsin and are more appropriately classified as Library Consultants.
2. Positions which, for a majority time (i.e., more than 50%), perform paraprofessional library services assistant work and are more appropriately classified as Library Services Assistants.
3. Positions which, for a majority time (i.e., more than 50%), perform professional curator duties in refining, preserving, arranging, interpreting and exhibiting collections and are more appropriately classified as Curator.

4. Positions which, for a majority time (i.e., more than 50%), perform professional archivist duties in selecting, preserving, and providing access to historical records and are more appropriately classified as Archivist.
5. Positions which, for a majority of time (i.e., more than 50%), perform classroom teaching and require teacher certification and are more appropriately classified as Teachers.
6. Positions which meet the statutory definitions of supervisor or management positions as defined in Wis. Stats. 111.81 (19) and (13) as administered and interpreted by the Wisconsin Employment Commission.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

LIBRARIAN

Positions are responsible for performing professional duties in one or more library functions such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development. Positions may also be responsible for the development and management of specialized collections such as agency libraries which house specific programmatic related documents, etc.; government publications and genealogy sections at the State Historical Society; and the Reference and Loan Library services at the Department of Public Instruction. Activities performed may include original cataloging, reference, development of bibliographies, selection of specialized materials, and the coordination of outreach programs. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective April 9, 2000, and announced in Bulletin CLR/SC-110 to describe positions which perform professional librarian functions. The creation of this classification resulted by collapsing Librarian, Librarian-Objective and Librarian-Senior which were abolished effective April 9, 2000, and announced in Bulletin CLR/SC-110.

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